STATE OF LOUISIANA
DEPARTMENT OF CIVIL SERVICE
BATON ROUGE, LA.

September 10, 2003

STATE PERSONNEL MANUAL
TRANSMITTAL SHEET
NO. 398

To: **HEADS OF STATE AGENCIES AND PERSONNEL OFFICERS**

Subject: **Implementation of the Medical Pay Schedule (MS)**

Issue Date: September 10, 2003

Implementation of Medical (MS) Pay Schedule

At its August 6, 2003, meeting, the Civil Service Commission approved the implementation of the Medical Schedule (MS). The Schedule was subsequently approved by the Governor to be effective September 9, 2003; the implementation orders are below. In addition, Flexible Special Entrance Rates at the maximum of the pay range have been approved effective September 9, 2003, for all jobs in the MS pay plan. Please note that any agency utilizing Flexible Special Entrance Rates must send the Compensation Division an updated policy.

Movement to the MS Schedule

Implementation Order:

The purpose of this order is to effect the transition of employees from the General Schedule pay grid to the Medical pay grid and to effect the transition of employees in the current Medical pay grid to the new Medical pay grid.

1. All current base supplement pay that falls within the employee's new range shall be converted into base pay.

2. If the employee's individual pay rate falls within the range of the new grade, his pay shall not change.

3. If the employee's individual pay rate falls above the new range maximum, his pay shall be red-circled until the range encompasses the rate.

4. If the employee's individual pay rate falls below the minimum of the new range, his pay rate shall be brought up to the new minimum.

5. Special Pay not associated with either payment for location, education/credentials, and/or other forms of variable pay may be converted into base pay upon approval by the Civil Service Commission. Requests for conversion of Special Pay to base pay **must** be submitted to the Civil Service Commission for approval.

6. If approved by the Governor and upon his effective date, the Pay Grids for the Medical (MS) pay plan proposed at the August 6, 2003 Civil Service Commission Hearing shall be implemented in the following manner:

> The Phase I grid shall be implemented on the effective date set by the Governor. The Phase II grid shall be implemented 12 months after the effective date of Phase I. The Phase III grid shall be implemented 12 months after the effective date of Phase II.

If you have employees who will need a salary adjustment in order to move to the new minimum, you should do a Position Characteristic Change on the employee's record in Personnel Administration. Enter these actions as "Move to a New Pay Plan" for the action reason and "Structure Adjustment" for the pay reason.

For all positions you will need to "Create Basic Pay" when that screen appears in performing the PCC to pull in the new correct pay grade. Please see the Guidelines for Reporting Personnel and Position Transactions in Automated Systems under the heading of Position Actions/Standards for Entering Pay on Positions/Base Supplement. These guidelines are located at www.dscs.state.la.us under Entry Guidelines in the HR Reference section.

Base Supplement

For positions that had Base Supplement authorized prior to 9/9/03 and for those positions that will no longer have Base Supplement, please refer to the Base Supplement instructions in the Guidelines for Reporting Personnel and Position Transactions in Automated Systems under the heading of Position Actions/Standards for Entering Pay on Positions/Base Supplement. These guidelines are located at www.dscs.state.la.us under Entry Guidelines in the HR Reference section.

Remember that for all positions no longer receiving base supplement, you must change base supplement to zero on the Planned Compensation Infotype in the ISIS system. All agencies that will continue to use base supplement must submit a new policy to Civil Service. Employees whose pay was in the base supplement portion of the range prior to 9/09 will need to have all of the base supplement amount converted to base pay up to the new range maximum. You should use a Nature of Action of "Move to New Pay Plan" and the Authority for Pay of "Structure Adjustment/Special Adjustment."

An example of the conversion of base supplement into base salary and changes in base supplement amounts is as follows:

Agency A had a policy prior to September 9, 2003 of paying 16% base supplement for the job of Resident Training Specialist. Employee John Smith had a salary of $2050 which was in the base supplement portion of the range.

Resident Training Specialist – GS-07 $1106-1827 with a base supplement maximum of $2119.

The new range for this job is SS-404 $1208-2248.

John Smith will need to have $223 converted into base pay (pay rate – range maximum). In order to make this conversion you should use a Nature of Action of "Move to New Pay Plan" and the Authority for Pay of "Structure Adjustment/Special Adjustment."

Special Entrance Rates

Flexible Special Entrance Rates have been approved at the maximum of the range for all of the jobs in the MS Schedule effective September 9, 2003. If you were previously using SERs for your positions, you do not have to make any changes from the rates you were using (unless they are below the new minimum). However, you may revise your policies and/or raise the rates that you were using. If you continue to use your previous Special Entrance Rates or if you choose to implement new ones, you must send us a policy.

For Special Entrance Rate entry into automated systems, please refer to the Guidelines for Reporting Personnel and Position Transactions in Automated Systems under the heading of Position Actions/Standards for Entering Pay on Positions/Special Entrance Rates. The policy you are required to send to Compensation should reflect the rates and effective date your agency will be using. Enter these rates into your automated system as flexible rates with the effective date as set in your policy (not to precede September 9, 2003).

Attached are the job listing and the Phase I pay grid. This grid will be in effect from September 9, 2003 to September 8, 2004. Phase II and III grids will be distributed later.

For questions concerning automated system entry, please contact Julie Ryan at jryan@dscs.state.la.us. For all other questions, please contact Lisa Lusk at llusk@dscs.state.la.us or Marianne Gary at mgary@dscs.state.la.us. You may contact the Compensation Division by phone at (225) 342-8083.

Sincerely,

s/Allen H. Reynolds
Director

Job Code	Abbreviated Job Title	MS
117650	Audiologist 1	MS-516
117660	Audiologist 2	MS-517
117680	Audiologist Supervisor	MS-519
116660	Autopsy Assistant 1	MS-502
116670	Autopsy Assistant 2	MS-503
116650	Autopsy Assistant Supv	MS-506
117720	Cardiovascular Techn 1	MS-510
117730	Cardiovascular Techn 2	MS-512
102290	Central Service Manager 1	MS-508
102320	Central Service Manager 2	MS-510
102260	Central Service Supv	MS-506
102270	Central Service Worker 1	MS-503
102280	Central Service Worker 2	MS-505
117740	Clinical Microbiologist	MS-519
117750	Communicative Dis Pro Dir	MS-523
110820	Corrs Fac Asst Dir/Nurs	MS-520
148370	Corrs Fac Dir/Nursing 1	MS-520
148380	Corrs Fac Dir/Nursing 2	MS-521
148390	Corrs Fac Dir/Nursing 3	MS-522
148400	Corrs Fac Dir/Nursing 4	MS-523
110890	Corrs Reg Nurs House Supv	MS-520
110940	Corrs Reg Nurs Shift Supv	MS-518
110910	Corrs Reg Nurs/Unit Supv	MS-519
110870	Corrs Reg Nurse 1	MS-516
110880	Corrs Reg Nurse 2	MS-517
159200	Cpr Tech/Life Supp	MS-504
116400	Dental Assistant 1	MS-503
116410	Dental Assistant 2	MS-504
116420	Dental Assistant Supv	MS-506
111390	Dental Hygienist	MS-513
124720	Dental Hygienist Cln Coor	MS-514
117780	Dental Laboratory Tech 1	MS-505
117790	Dental Laboratory Tech 2	MS-506
117800	Dental Laboratory Tech 3	MS-508
116450	Dental Program Coor	MS-509
110970	Dental Services Coor	MS-522
111000	Dentist	MS-520
134240	Dialysis Technician 1	MS-504

Job Code	Abbreviated Job Title	MS
134250	Dialysis Technician 2	MS-505
134260	Dialysis Technician 3	MS-507
148210	Dietetic Technician	MS-507
123440	Dietitian	MS-512
123460	Dietitian Manager 1	MS-512
123470	Dietitian Manager 2	MS-513
130490	Eeg Supervisor	MS-513
130470	Eeg Technician 1	MS-508
130480	Eeg Technician 2	MS-509
154740	Eeg Technician 3	MS-511
116820	Ekg Tech Shift Supv	MS-506
116830	Ekg Tech Supervisor	MS-507
116810	Ekg Technician 1	MS-503
116800	Ekg Technician 2	MS-504
152520	Emerg Med Svc Spec/Emt	MS-512
152820	Emerg Med Svc Trng Spec	MS-514
116180	Emerg Med Tech/Basic	MS-507
116190	Emerg Med Tech/Intermed	MS-510
116210	Emerg Med Tech/Supv	MS-509
159100	Eye Health Prog Tech	MS-507
159090	Eye Health Prog Tech Tr	MS-505
157850	Health Info Admin Consult	MS-513
157870	Health Info Asst Dir 1/Ac	MS-516
157860	Health Info Asst Dir 2/Ac	MS-517
157880	Health Info Dir 1	MS-515
157910	Health Info Dir 1/Ac	MS-516
157890	Health Info Dir 2	MS-516
157920	Health Info Dir 2/Ac	MS-517
157900	Health Info Dir 3	MS-517
157930	Health Info Dir 3/Ac	MS-518
157940	Health Info Dir 4/Ac	MS-520
157950	Health Info Inpatient Cod	MS-512
157960	Health Info Oupatient Cod	MS-511
157970	Health Info Processor	MS-505
157980	Health Info Processor Sup	MS-507
159970	Health Info Reviewer	MS-511
157990	Health Info Reviewer Spec	MS-512
158000	Health Info Supv	MS-515
163970	Health Stand Med Cert Mgr	MS-525

Job Code	Abbreviated Job Title	MS
157330	Hosp Admissions Mgr 1	MS-511
157340	Hosp Admissions Mgr 2	MS-512
157350	Hosp Admissions Mgr 3	MS-513
106440	Hosp Admissions Supv 1	MS-509
157320	Hosp Admissions Supv	MS-509
157300	Hosp Admissions Tech	MS-507
157310	Hosp Admissions Tech/Ldwk	MS-508
157290	Hosp Admissions Tech/Tr	MS-506
123310	Hosp Nutrit Svcs Asst Dir	MS-515
135470	Infection Control Tech	MS-506
117100	Lab Aide 1	MS-501
117110	Lab Aide 2	MS-502
118050	Lab Animal Asst Tech	MS-506
118030	Lab Animal Care Asst 1	MS-502
118040	Lab Animal Care Asst 2	MS-503
118020	Lab Animal Technician	MS-509
152330	Lab Animal Technol	MS-510
117130	Lab Tech Asst 1	MS-504
117140	Lab Tech Asst 2	MS-505
117080	Lab Tech Asst-Agribu	MS-503
117150	Lab Technician 1	MS-508
117160	Lab Technician 2	MS-509
117090	Lab Technician/Agribus	MS-507
162490	Medical Assistant	MS-506
163950	Medical Cert Prog Mgr 1	MS-521
163960	Medical Cert Prog Mgr 2	MS-523
163940	Medical Cert Reg Mgr	MS-521
163910	Medical Cert Spec 1	MS-518
163920	Medical Cert Spec 2	MS-519
163930	Medical Cert Supv	MS-520
117180	Medical Cytotech 1	MS-516
117190	Medical Cytotech 2	MS-517
117200	Medical Cytotech Spec	MS-519
117170	Medical Cytotech Supv	MS-520
117230	Medical Lab Manager 1	MS-518
117240	Medical Lab Manager 2	MS-520
117250	Medical Lab Manager 3	MS-521
117220	Medical Lab Manager/Mclno	MS-523
117260	Medical Lab Techno 1	MS-514

Job Code	Abbreviated Job Title	MS
117270	Medical Lab Techno 2	MS-515
117280	Medical Lab Techno 3	MS-516
117310	Medical Lab Techno Sec Di	MS-519
117290	Medical Lab Techno Supv	MS-517
118130	Medical Research Spec	MS-512
117350	Medical Sonographer 1	MS-514
117360	Medical Sonographer 2	MS-515
153290	Medical Sonographer 3	MS-516
117320	Medical Sonographer Appl	MS-513
117330	Medical Sonographer Mgr	MS-519
117340	Medical Sonographer Supv	MS-517
100010	Medical Specialist	MS-508
118200	Nuclear Medicine Tech Mgr	MS-519
118210	Nuclear Medicine Tech Sup	MS-518
118220	Nuclear Medicine Techno 1	MS-515
118230	Nuclear Medicine Techno 2	MS-516
100350	Nurse Technician	MS-505
100360	Nursing Asst 1	MS-503
100400	Nursing Asst 2	MS-505
135950	Nursing Unit Aide	MS-501
118240	Occup Therapist 1	MS-517
118250	Occup Therapist 2	MS-519
153520	Occup Therapist 3	MS-520
118270	Occup Therapist Manager	MS-522
118260	Occup Therapist Supv	MS-521
118290	Occup Therapy Assistant 1	MS-511
118300	Occup Therapy Assistant 2	MS-513
146270	Occup Therapy Tech	MS-514
109740	Patient Escort 1	MS-501
109750	Patient Escort 2	MS-502
109710	Patient Escort Asst Mgr	MS-507
109720	Patient Escort Mgr	MS-509
109730	Patient Escort Supv	MS-504
164520	Ph Lab Asst Dir	MS-523
164530	Ph Lab Dir	MS-526
164570	Ph Lab Sci 1	MS-514
164580	Ph Lab Sci 2	MS-515
164590	Ph Lab Sci 3	MS-516
164540	Ph Lab Sci Mgr	MS-520

Job Code	Abbreviated Job Title	MS
164560	Ph Lab Sci Res Assoc	MS-521
164600	Ph Lab Sci Supv	MS-518
164550	Ph Lab Sci Tech Master	MS-520
111240	Pharmacist Intern	MS-521
111220	Pharmacist Supervisor 1	MS-523
111250	Pharmacist Supervisor 2	MS-524
111120	Pharmacist/Clinical	MS-523
111150	Pharmacist/Compl Off	MS-523
111140	Pharmacist/Dir/Pharm Oper	MS-527
111210	Pharmacist/Staff	MS-523
111280	Pharmacy Director 1	MS-525
111290	Pharmacy Director 2	MS-526
160660	Pharmacy Director 3	MS-531
159350	Pharmacy Tech	MS-507
159340	Pharmacy Tech Trainee	MS-506
118330	Phlebotomist 1	MS-505
118340	Phlebotomist 2	MS-506
118350	Phlebotomist 3	MS-508
118310	Phlebotomist Specialist	MS-509
118320	Phlebotomist Supervisor	MS-509
118370	Physical Therapist 1	MS-521
118380	Physical Therapist 2	MS-522
158100	Physical Therapist Asst	MS-513
118410	Physical Therapy Manager	MS-525
118400	Physical Therapy Tech	MS-505
118360	Physical Therary Supv	MS-523
157710	Physician's Assistant	MS-523
111360	Podiatrist	MS-523
150000	Pract Nurse/Licensed, 1	MS-509
150010	Pract Nurse/Licensed, 2	MS-510
150020	Pract Nurse/Licensed, 3	MS-511
126100	Psychologist 1	MS-518
126110	Psychologist 2	MS-519
126120	Psychologist 3	MS-521
126130	Psychologist 4	MS-522
126140	Psychologist 5	MS-523
111600	Pub Hth Nur 1	MS-515
111630	Pub Hth Nur 2	MS-516
111620	Pub Hth Nur 3	MS-517

Job Code	Abbreviated Job Title	MS
111560	Pub Hth Nur 4	MS-518
111680	Pub Hth Nur 5	MS-519
151740	Pub Hth Nur 6	MS-522
111750	Pub Hth Nurse/Chief	MS-525
163810	Pub Hth Nut 1	MS-513
163820	Pub Hth Nut 2	MS-514
163830	Pub Hth Nut 3	MS-515
163840	Pub Hth Nut 4	MS-516
163850	Pub Hth Nut 5	MS-518
163860	Pub Hth Nut 6	MS-520
163870	Pub Hth Nut 7	MS-521
163880	Pub Hth Nut 8	MS-523
163800	Pub Hth Nut Intern	MS-512
117410	Pulmonary Technician 1	MS-504
117420	Pulmonary Technician 2	MS-505
117450	Pulmonary Technol Supv	MS-511
117430	Pulmonary Technologist 1	MS-508
117440	Pulmonary Technologist 2	MS-509
111910	Rad Physicist/Chno	MS-529
162390	Rad Therapy Med Dosim	MS-520
118450	Rad Therapy Technol 1	MS-515
118460	Rad Therapy Technol 2	MS-517
146650	Rad Therapy Technol 3	MS-518
118440	Rad Therapy Technol Supv	MS-519
118500	Radiology Asst Manager 1	MS-516
118510	Radiology Asst Manager 2	MS-517
118520	Radiology Manager 1	MS-518
118530	Radiology Manager 2	MS-519
118540	Radiology Manager 3	MS-520
164920	Radiology Manager 3/Mclno	MS-521
118480	Radiology Tech Clin Ed Instr	MS-514
118490	Radiology Tech Clin Educ Dir	MS-519
118550	Radiology Technical Asst	MS-502
118560	Radiology Technologist 1	MS-512
118570	Radiology Technologist 2	MS-513
118580	Radiology Technologist 3	MS-515
123300	Reg Diet/Nutr Svcs Adm	MS-518
123450	Regist Diet Applicant	MS-513
123510	Regist Diet Specialist	MS-515

Job Code	Abbreviated Job Title	MS
123520	Regist Diet Supv	MS-516
138700	Regist Diet/Chf Adm/Chno	MS-518
123290	Regist Diet/Nutr Svcs Dir	MS-517
123280	Regist Diet/Nutr Svcs Mgr	MS-516
152060	Regist Dietician	MS-514
118680	Respir Care Assistant	MS-502
118690	Respir Care Asst Mgr	MS-518
118700	Respir Care Mgr	MS-519
118730	Respir Care Ther 1/Cert	MS-511
118750	Respir Care Ther 1/Reg	MS-514
118740	Respir Care Ther 2/Cert	MS-512
118760	Respir Care Ther 2/Reg	MS-515
118710	Respir Care Ther Sup/Cert	MS-514
118770	Respir Care Ther Sup/Reg	MS-517
112220	Rn 1	MS-515
112230	Rn 1/Student Health	MS-514
112240	Rn 2	MS-516
112250	Rn 2/Student Health	MS-515
112260	Rn 3	MS-517
112680	Rn/Alco/Drug Fac Nur Dir	MS-520
110800	Rn/Clinical Coordinator	MS-518
146670	Rn/Clinical Nursing Spec	MS-522
158240	Rn/Director Of Education	MS-520
112540	Rn/Hosp Asst Nurs Dir 1	MS-521
112570	Rn/Hosp Asst Nurs Dir 2	MS-522
153260	Rn/Hosp Audit Prog Spec	MS-517
112380	Rn/Hosp Nurs Dir 1	MS-523
112390	Rn/Hosp Nurs Dir 2	MS-525
112420	Rn/Infection Control Coor	MS-518
112470	Rn/Instructor	MS-517
112490	Rn/Instructor Coord	MS-518
112100	Rn/Instructor Supervisor	MS-519
112520	Rn/Manager	MS-521
111850	Rn/Mclno Assoc Nurs Adm	MS-526
111840	Rn/Mclno Asst Nurs Adm	MS-523
159390	Rn/Mclno Asst Sect Mgr	MS-519
112340	Rn/Mclno Dir Nurs Staf Ed	MS-522
146680	Rn/Mclno Dir Staffing	MS-521
112460	Rn/Mclno Inservice Instr	MS-520

Job Code	Abbreviated Job Title	MS
159380	Rn/Mclno Section Mgr	MS-521
152710	Rn/Nurs Dir/Pdc	MS-524
111970	Rn/Nursing Practice Cons	MS-523
112120	Rn/Omrdd Fac Nur Asst Dir	MS-521
112140	Rn/Omrdd Fac Nursing Dir	MS-522
149180	Rn/Practitioner	MS-524
146740	Rn/Program Coordinator	MS-519
112160	Rn/Supv 1	MS-518
112170	Rn/Supv 2	MS-519
152760	Rn/Supv 3	MS-520
112180	Rn/Supv Student Health	MS-517
165550	Rn--State Nursing Dir/Omh	MS-525
118790	Speech Path 1	MS-515
118800	Speech Path 2	MS-516
118810	Speech Path Supv	MS-519
118830	Speech Path/Audio Mgr	MS-522
115000	Surgical Technician 1	MS-509
115020	Surgical Technician 2	MS-510
161980	Therapy Aide	MS-504
112740	Veterinarian	MS-520
112750	Veterinarian/Lab Path Sup	MS-522
112730	Veterinarian/Lab Pathol	MS-518
151410	Veterinary Lab Spec 1	MS-511
151420	Veterinary Lab Spec 2	MS-513
119060	Veterinary Lab Technol 1	MS-512
119070	Veterinary Lab Technol 2	MS-513
155910	Veterinary Lab Technol 3	MS-514
119050	Veterinary Lab Technol Su	MS-516